

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Notice AO-1798

For: FSA Employees

**Accepting Nominations for the
Business Analysis and Management Support Division (BAMSD) Working Group**

Approved by: Deputy Administrator, Field Operations



1 Overview

A Background

The BAMSD Working Group, as established by DAFO, serves as a representative body to assure the ongoing integrity of the systems that comprise the workload measurement systems and metrics used in the Agency. The Working Group is an integral part of the development of workload measurement products. The most common issues for consideration by the Working Group are the Activity Reporting System, program unit metrics, and recommendations about developing workload methodology.

B Purpose

This notice provides:

- background of the Working Group
- membership representation
- meeting schedule
- process for nominating State and field personnel to fill Working Group vacancies.

C Contact Information

For questions about this notice, contact DAFO BAMSD by e-mail to ARSHelp@usda.gov.

| Disposal Date | Distribution |
|---------------|--|
| April 1, 2022 | All FSA employees; State Offices relay to County Offices |

2 Working Group Organization and Operations

A Background of the Working Group

The Working Group provides a vehicle for employees to contribute ideas for improvements, additions, and removal of existing procedure from the workload measurement system and its components. The Working Group also provides a process for adopting modifications to workload tools.

The key functions of the Working Group are to:

- provide an avenue for employee participation and oversight
- enable members to take information from the deliberative process back to their colleagues resulting in better informed employees with regard to workload data
- foster collaboration across organizational boundaries to ensure a cooperative approach to achieving and implementing the workload strategies, plans, policy, and practice.

Information about the BAMSD Working Group can be found in 21-AO, Part 4.

B Working Group Member Representation

The Working Group is chaired by the Director, BAMSD. The group is composed of representatives from the FSA Deputy Administrator areas, field and State Office employees, and representatives from each employee association. State and County Office members are selected to equally represent FSA's geographic regions and job positions, so it reflects the diversity of FSA staff and workload nationwide.

New Working Group members are nominated when openings occurs or when a member is no longer able to participate. DAFO maintains the ability to select, replace, and/or add members as needed. All members of the working group have equal voting opportunities.

2 Working Group Organization and Operations (Continued)

C Working Group Roles and Responsibilities

Working Group members will:

- attend and participate in all scheduled meetings
- provide recommendations for agenda items and identify resource requirements or savings associated with the agenda items
- prepare for meetings by reviewing agenda topics and gathering relevant information from peers and associates
- establish common business procedures and policies
- solicit appropriate input and maintain effective communications to and from their respective business units and management
- ensure transparent decision-making, accountability, and inclusive participation
- strive to develop consensus
- ensure recommendations support the best interests of the Agency.

D Meetings

Meetings are held on the second Tuesday of alternating months, usually from 2 to 3 pm EST. Additional meetings may be called by BAMSD staff to attend to any time-sensitive or critical issues and initiatives.

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2 Working Group Organization and Operations (Continued)

E Nominations

The BAMSD Working Group is currently accepting nominations for State and County Office representatives. We are seeking employees who are interested in our workload analytic products, making decisions about workload measurement, and learning about workload tools. Current vacancies in the Working Group are as follows.

| Region | Vacancies |
|----------------|-----------|
| Southwest Area | 3 |
| Northwest Area | 1 |
| Midwest Area | 2 |
| Northeast Area | 4 |
| Southeast Area | 2 |

In an effort to provide equal representation both from all physical regions and from all positions, the BAMSD Working Group will give priority to nominees of the following positions.

| Position | Vacancies |
|------------------------------|-----------|
| Administrative Officer | 1 |
| District Director | 2 |
| Farm Loan Program Specialist | 1 |
| Farm Loan Manager | 1 |
| Farm Loan Officer | 1 |
| Program Technician - FLP | 1 |
| Farm Program Specialist | 1 |
| County Executive Director | 1 |
| Program Technician - FP | 3 |

Nominations must be submitted by SED's/Acting SED's to ARSHelp@usda.gov before January 15, 2022, and must include employee name, State, position, email address, and a brief statement as to why the nominee was chosen. Nominees will be reviewed by DAFO and notified via email by January 30, 2022, if selected.